

Job posting preview

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Bulletin Number	54012BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Children and Family Services
Position Title	PUBLIC HEALTH NURSING SUPERVISOR
Exam Number	T5236E
Filing Type	Open Continuous
Filing Start Date	05/11/2015
Salary Type	Monthly
Salary Minimum	7114.00
Salary Maximum	10363.00
Benefits Information	Represented Employees <ul style="list-style-type: none"> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	<p>Supervises nursing and other personnel who provide nursing services in homes and community health centers, and assists in the administration of the nursing service of a community health district. Positions allocable to this class are characterized chiefly by their assignment as first level supervisors of a group of public health nursing personnel who provide generalized health services in a community health district. Under the direction of a community health district nursing director and within established agency and State Department of Health Services guidelines, Public Health Nursing Supervisors have responsibility both for implementing and maintaining the nursing components of district programs and for providing supervision and consultation to nursing and other health staff. Assignments in this class include assisting a district nursing director in the budgeting, programming, staffing, service training, and other activities involved in the administration of a health district nursing service. Positions in this class may be designated to direct overall district nursing service in the absence of the district nursing director.</p>
Essential Job Functions	<p>Plans, directs, assesses and evaluates educational and clinical professional development programs for assigned areas or programs. develops, and interprets the implementation of nursing philosophy and objectives, departmental policies and procedures, and applies recognized standards of nursing care and practice.</p> <p>Maintains communication between Bureau of Medical Director, Nurse Managers, and department heads by attending meetings and coordinating interdepartmental functions. Serve on administrative committees that deal with institutional policies and Department matters. Participates actively in local and national professional organizations.</p> <p>Reviews and analyzes regional office activities and data to assist planning and staffing efforts to improve Public Health Nurse utilization</p> <p>Plans, implements and administers programs and services in Regional Offices including personnel administration, training and coordination of</p>

PHN Program, nursing and clerical staff. Plans for or participates with others in providing in-service education to meet staff needs.

Supervises nursing activities of professional and auxiliary personnel in the DFCS Regional offices and Hub facilities. Reviews the work of subordinates. Establishes work schedules and assignments for staff, according to workload, space and equipment availability needed to accomplish program goals. Supervises the preparation and maintenance of records and reports produced by nursing and auxiliary personnel.

Evaluates staff performance to determine individual needs for assistance in handling increasingly complex situations such as finding solutions for children and their families with multiple medical and/or health-related problems.

Maintains awareness of advances in medicine, nursing practices and government funded health care services to keep abreast of developments in the field by reading current literature, and participating in professional conferences.

Plans, and determines nursing operations, work methods, procedures, work flow and staffing standards for quality and quantity of work, including assigning nursing personnel to Regional Offices.

Participates in the overall administration of DCFS nursing services, program planning and implementation, workload analysis and reporting, and other activities as assigned by the DCFS Nurse Manager.

Meets with community groups to provide information on the role of Public Health Nurses within DCFS.

Monitors and evaluates operations for compliance with licensure, and regulatory standards.

Counsels subordinates concerning day-to-day job performance, which may affect staff morale or the quality of nursing services.

Requirements

ONLINE FILING ONLY

SELECTION REQUIREMENTS:

A license to practice as a Registered Nurse* issued by the California Board of Registered Nursing, a California State Public Health Nurse Certificate* **AND** three (3) years' of paid public health nurse experience, including one year in a local public health or community agency.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A license to practice as a Registered Nurse issued by the California Board of Registered Nurse - **AND** - a California State Public Health Nurse Certificate. Specific assignments may require a valid California Class C Driver License.

Some positions in this classification, depending upon assignment require possession of a valid California Class C Driver License** to perform job related essential functions. Candidates offered these

positions would be required to show proof of a driver license before appointment.

**Special
Requirement
Information**

* **To qualify**, you **must submit** a copy of your valid and current Registered Nurse License **AND** Public Health Nurse Certificate with your **online application at the time of filing** or during the examination process.

****Successful applicants for the positions that require driving must obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

**Examination
Content**

This examination will consist of an INTERVIEW which will evaluate working knowledge and skills; interpersonal and customer service skills; analytical and problem solving abilities; organizational skills; adaptability and dependability; and supervision **weighted 100%**.

All notifications (e.g. Notice of Non-acceptance, Invitation for Oral Interview, Notice of Results) will be mailed via United States Postal Services (USPS).

Candidates must achieve a passing score of 70% or higher in order to be placed on the Eligible Register.

**Special
Information**

FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:

All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) or the requirements of a "sensitive position" may be withheld from appointment or may be discharged.

**Vacancy
Information**

The eligible register resulting from this examination will be used to fill vacancies in various locations throughout the Department of Children and Family Services.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be added to the eligible register and will appear in the order of their score group for a period of twelve (12) months following date of promulgation.

Retake: No person may compete for this examinaion more than once every 12 months.

Applicants will be processed on an as received basis and promulgated to the eligible register accordingly.

**Available Shift
Application and
Filing
Information**

Any

ONLINE FILING ONLY

INSTRUCTIONS FOR FILING ONLINE:

All applicants **MUST** complete the filing process **ONLINE** (via electronic submission). Applications and required documents will not be accepted by mail, fax, or in person. Paper applications and/or resumes cannot be accepted in lieu of online applications.

Apply online by clicking on the tab above or below this bulletin that reads, **Apply to Job** so you can apply online and track the status of your application and get notified of your progress by mail.

We must receive your application and required documents by 5:00p.m., PST on the last day of filing.

Note: If you are unable to upload the required documents to your online application, you may fax them to (213) 738-6470 at the time of filing or during the examination process. **Please include title, exam number and your name on the documents.**

This examination is subject to closure at any time without prior notice.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employers, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD:

All applications must file their application on line using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

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ADA Coordinator Phone

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Job Field

Nursing

Job Type

Professional

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